

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. **C-427**

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

CALVERT COUNTY
BOARD OF COUNTY COMMISSIONERS

MOSQUITO CONTROL DIVISION

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>BUDGETS</u> This file contains Budget Requests and Approved Budgets for this department.	Retain for three years plus the current fiscal year
2.	<u>REQUISITIONS FOR SUPPLIES</u> This file contains Requisitions for supplies for the department. The original purchase order is filed in the office of the Finance Office.	Copy retained by the office is non-record and may be destroyed as soon as no longer of value to the office.
3.	<u>SPRAYING RECORDS</u> These files contain records of the customers for yearly spraying by community and time sheets for the drivers of the truck by community.	Retain for three years, then destroy.
4.	<u>CORRESPONDENCE</u> This file contains correspondence with the University of Maryland which is the parent organization and directs the spraying program.	Retain for three years, then destroy.

Schedule approved by Department, Agency or Division Representative

Russell H. Duncan Chief Title 3-17-76 Date
Russell Duncan Signature

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4-26-76 Date Edward Schaefer Archivist Date Secretary